



STATE OF WASHINGTON

STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES

February 6, 2008 – 1:30 pm

Archives Conference Room, Olympia

Members Present: Steve Ryser (Chair), State Auditor's Office; Marta DeLeon, Attorney General's Office; Regan Hesse, Office of Financial Management; Jerry Handfield, Secretary of State's Office (via polycom).

Staff Present: Tri Howard (State Records Manager); Russell Wood (Public Records Management Program Consultant).

Records Officers/Guests: Michele Mallery (Pierce County Public Works & Utilities); Susan Thomson (Attorney General's Office); Millie Brombacher (Dept of Social and Health Services); Kristin Young (Washington State Patrol); Sid McAlpin (Dept of Health); Jackie Biss (Office of State Treasurer); Mary Ann Johnson (Office of the State Treasurer); Lysa Walker (Dept of Labor and Industries); Shannon Hatton (Office of Financial Management); Anita Wieland (Office of Financial Management); Robert Page (Employment Security Department); Gena Gregor (Employment Security Department); Jamey Taylor (Dept of Natural Resources); Hannah Fultz (Dept of Licensing); Bruce Clark (Dept of Licensing); Cathy Downs (Dept of Transportation); Marta Carlo (Department of Transportation).

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:35 p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve January 2, 2008 Minutes: Ryser called for a motion to approve the January 2, 2008 minutes. Moved by DeLeon; seconded by Handfield.

Resolution: Motion carried to adopt the minutes as presented.

D. Adoption of February 6, 2008 Agenda: Ryser called for a motion to approve today's agenda. There are three amendments to the agenda:

1. Add Washington State Patrol as item A.7 under New Business;
2. Add Lysa Walker's to speak as item B under Other Business.
3. Move the State Archivists Announcements to before Old Business

Amended motion moved by Handfield; seconded by DeLeon.

Resolution: Motion carried to adopt today's agenda as amended.

Announcements from the State Archivist

Handfield advised that this would be Tri Howard's last State Records Committee meeting.

Handfield acknowledged Tri's contribution to records management in State and Local Government.

II. OLD BUSINESS

A. Tabled item from August 1, 2007 Meeting

1. University of Washington Medical Center

As research continues on determining if records are copies, the item will continue to be tabled. Records Management Office to contact Records Officer.

Motion to table: DeLeon; seconded by Handfield.

Resolution: Motion carried.

B. Tabled item from November 7, 2007 Meeting

1. Department of Social and Health Services

Action: Motion to approve: DeLeon; seconded by Hesse.

Resolution: Motion carried.

2. Warrants/Check 21

Presentation on Check21 was given to the Committee by Jackie Biss (Office of the State Treasurer) and Susan Thomson (Attorney Generals Office). (see attachment)

Committee agreed there were no retention issues with state agencies electing to receive substitute checks in digital format as opposed to hardcopy format, provided the agency continues to retain the substitute check it receives for the minimum retention period in accordance with DAN GS 01013 in the State General Schedule.

Action: Motion to ask the Records Management Office to draft appropriate changes to GS 01013 to clarify that substitute checks were included: DeLeon; seconded by Handfield.

Resolution: Motion carried.

C. Tabled item from January 2, 2008 Meeting

1. GS 03045 – Voluntary Employee's Beneficiary Association (VEBA) Documentation (Tricia Makin – Department of Personnel)

Update provided to the Committee that a letter to be sent by Department of Personnel allowing records officers the opportunity to comment was still being drafted.

Action: Motion to table: Handfield; seconded by Hesse.

Resolution: Motion carried.

2. Department of Social and Health Services

Administrative Services Division, Operations Review and Consultation

Action: Motion to approve: DeLeon; seconded by Hesse.

Resolution: Motion carried.

3. Department of Health

Eastern Drinking Water Regional Operations

[Note: During discussion of this item, Handfield left the meeting]

Action: Motion to approve with amendment to change retention from 0 to 6 months for item 1: DeLeon; seconded by Hesse.

Resolution: Motion carried.

4. Department of Licensing

Business and Professions Divisions – For Hires

Action: Motion to approve: DeLeon; seconded by Hesse.

Resolution: Motion carried.

Business and Professions Divisions – Limousine Carriers

Action: Motion to approve: DeLeon; seconded by Hesse.

Resolution: Motion carried.

III. NEW BUSINESS

A. Action Items for Committee Review/Approval

1. Western Washington University
Student Accounts
Action: Motion to table: DeLeon; seconded by Hesse.
Resolution: Motion carried.
2. Office of the State Treasurer
Warrant Management
Action: Motion to approve: DeLeon; seconded by Hesse.
Resolution: Motion carried.
3. Office of Financial Management
Risk Management Division
Action: Motion to approve: Hesse; seconded by DeLeon.
Resolution: Motion carried.
4. Department of Health
EMS & Trauma System
Action: Motion to approve: DeLeon; seconded by Hesse.
Resolution: Motion carried

Health Systems Quality Assurance – Assistant Secretary
Action: Motion to approve: DeLeon; seconded by Hesse.
Resolution: Motion carried
5. Department of Transportation
Office of Equal Opportunity (OEO)
Action: Motion to approve with amendment that duplicated reference to Environmental Justice Reviews be removed from item 11: DeLeon; seconded by Hesse.
Resolution: Motion carried

Human Resources
Action: Motion to approve: DeLeon; seconded by Hesse.
Resolution: Motion carried
6. Department of Licensing
Financial & Administration Services – Public Disclosure Unit
Action: Motion to approve: DeLeon; seconded by Hesse.
Resolution: Motion carried

Business and Professions Division - Notaries
Action: Motion to approve: DeLeon; seconded by Hesse.
Resolution: Motion carried

Master License Service
Action: Motion to approve: DeLeon; seconded by Hesse.
Resolution: Motion carried
7. Washington State Patrol
Office of Professional Standards
Action: Motion to approve: DeLeon; seconded by Hesse.
Resolution: Motion carried

IV. OTHER BUSINESS

Lysa Walker (Dept of Labor and Industries) presented information of the Department of Information Services Email vaulting solution to the Committee (see attachment).
The Committee noted the information.

V. NEXT MEETING

When: March 5, 2008 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VI. ADJOURNMENT

Action: Motion to adjourn: DeLeon; seconded by Hesse.

Resolution: Meeting adjourned 4:05 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on February 6, 2008, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.

Steve Ryser
Chair Signature

3-5-08
Date